

# Memorandum

Date : November 4, 2011

To : SEE DISTRIBUTION LIST

Subject: **HIRING RESTRICTION PROCESS – WAVE I REALIGNMENT**

The California Department of Corrections and Rehabilitation (CDCR) has begun Realignment reductions as a result of AB 109. Pursuant to the statutory changes implemented under AB 109, there will be a significant reduction in the CDCR inmate and parole populations requiring a commensurate reduction in staff. Pursuant to multiple agreements negotiated with the various bargaining units, a voluntary transfer process will be administered prior to layoff and placements to assist in mitigation.

To effectuate this process, hiring will be restricted effective November 7, 2011 through January 29, 2012. It is necessary to limit hiring in order to offer vacancies throughout the voluntary transfer process. Per instructions provided in the October 31, 2011, realignment meeting, the SharePoint vacancy listings must be updated no later than Noon on November 4, 2011. The vacancy listing will be utilized for the voluntary transfer process. All vacancies marked as viable will be offered for possible transfers and cannot be filled. Hiring Authorities should ensure hiring commitments made prior to November 4, 2011 are reflected on the vacancy listing.

Effective January 29, 2012, the first round of layoff and placements will be published and a transition to the next round of reductions will begin. During the transitional period of February 1, 2012, to February 29, 2012, hiring will be allowed for vacancies not filled during the transfer or placement award processes, if the classification is not impacted in the upcoming realignment reductions, and budgetary requirements have been met. Hiring will continue to be restricted and will require approval of existing exemption forms and processes outlined in the memo dated September 27, 2011.

Prior to hiring, exemption requests must be completed and submitted through your respective Division's routing process and forwarded to the attention of Human Resources (HR), via FAX number (916) 445-9776. HR will review and forward the document to the Budget Management Branch, who will then forward it to the Director of Administrative Services for a decision. The above processes will be repeated in subsequent reduction processes. Further details will be provided as information becomes available.

Programs/institutions/facilities may begin the recruitment process (advertise, interview, etc.) in January 2012 to prepare for possible hiring opportunities in February 2012, but must wait for official transfer and placement awards from HR, and have agreement from the Office of Fiscal Services that budgetary requirements have been met.

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As a reminder, Hiring Authorities must operate within their budgeted authority, and commitments cannot be made prior to February 1, 2012, without approval from HR.

If you have any questions, please contact Phet Noyvong, Special Assistant, at (916) 322-2356, or via email to [Phet.Noyvong@cdcr.ca.gov](mailto:Phet.Noyvong@cdcr.ca.gov).



JUDY GELEIN  
Deputy Director  
Human Resources

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